

# IMPLEMENTATION ELEMENT

## Objective of Element

This element is intended to bring the many pieces together and outline the steps needed to implement this plan. Next, the ways in which the different elements of the plan are consistent with and support the other elements are described. Finally, the process and requirements for amending this plan are described.

### Exhibit K-1. Basic Objectives of the Implementation Element

- Describe what actions will be needed to implement the goals, objectives, plans and programs identified in this plan.
- Describe how this plan is internally consistent.
- Describe how citizens and governmental leaders alike can measure the community's progress in achieving the intent of this plan.
- Identify the process and requirements for amending this plan.

## Plan Implementation

Implementation of this plan is one of the last things to be done to ensure that the blueprint for community development is achieved. Without implementation, a plan is worth little. This plan is to be implemented on a number of fronts, ranging from administrative changes, to adoption of new land development regulations, to revision of existing ones, and to developing entirely new functions for the Town.

This section provides a listing of specific actions that the Town will need to take. The action items are grouped into general categories for organizational purposes (Exhibit K-2). Given the constraints of time and resources, this plan is to be implemented over a number of years. Some activities are easily accomplished in a short period of time and others are not. Some require urgent action, while others are less urgent. For these reasons, completion dates are included where applicable to help prioritize resources and personnel. However, to be consistent with state statute (§ 66.1001(3)), all of the Town's ordinances, plans and regulations that relate to land use, shall be consistent with this plan beginning on January 1, 2010.

The Town Board and Plan Commission should review this section at least once every year and update it as necessary. This structured review will help to identify items that have been completed and help to devise an annual work plan for the Plan Commission and community members.

### Exhibit K-2. Implementation Schedule

Timing	Primary Responsibility	Description
<b>General</b>		
▪ Upon Adoption	Town Board	Submit the adopted Plan to Dane County for review and approval.
▪ Upon Adoption	Town Staff	Consistent with state law (§66.1001 (4)(c) Wis. Stats.), send a copy of the adopted Plan and adopting ordinance to Pinney Public Library (Madison Library System) so that it can be included in the Library's collection for public review.
▪ Upon Adoption	Town Staff	Consistent with state law (§66.1001(4)(c) Wis. Stats.), send a copy of the adopted Plan and adopting ordinance to the clerk of the following jurisdictions: Village of Cottage Grove and Towns of Blooming Grove, Burke, Christiana, Deerfield, Dunn, Medina, Pleasant Springs and Sun Prairie.

continued

**Exhibit K-2. Implementation Schedule - continued**

<b>Timing</b>	<b>Primary Responsibility</b>	<b>Description</b>
▪ Annually	Town Board	Prepare a six-year capital improvement program each year that will be adopted as part of the overall budget.
▪ Annually	Town Board	Apply for Smart Growth dividends as appropriate. (The first applications will be accepted during 2002.)
▪ Annually	Plan Commission	Prepare and submit a report (preferably written) to the Town Board concerning the progress that has been made towards implementing the plan.
▪ Annually	Town Board	Include "Implementation of the Comprehensive Plan" on the Board's agenda at least once a year to review the Plan Commission's report and take other action as necessary.
▪ Ongoing	Town Staff	Incorporate general information about the Comprehensive Plan and efforts to implement it in newsletters that the Town may send to residents.
▪ Ongoing	Town Board	Issue periodic press releases to the local media describing the status of implementing the plan.
▪ 2002	Town Staff	Create a periodic newsletter to be mailed to residents that contains information about local events and administrative items.
▪ 2002	Town Staff	Prepare a one or two page description of the Town's Comprehensive Plan and make it available to the public at the Town Hall.
▪ 2002	Town Board	Create a foundation to accept donations to help fund special projects undertaken in the Town.
▪ 2002	Town Staff	Create a simple website for a broad audience including: residents, developers, business people and adjoining jurisdictions.
<b>Housing</b>		
▪ 2002	Plan Commission	Update the Housing Element based on results of the 2000 Census of Population and Housing. (Data from the Census is released as it is compiled and should be available by the fall of 2001.)
<b>Transportation</b>		
▪ Annually	Town Staff	Prepare a road surface management inventory each year and use the findings to help prioritize capital expenditures for road improvement projects.
▪ 2008	Town Staff	Conduct a study to investigate needed intersection improvements at Gaston Road and Vilas Road and also at Vilas Road and CTH BB.
<b>Utilities and Community Facilities</b>		
▪ Annually	Town Staff	Investigate the use of Community Development Block Grant funds to help finance public infrastructure and apply for grants when appropriate.
▪ 2002	Plan Commission	Complete a comprehensive review of existing development fees to ensure that developers are paying their fair share of the costs necessary to accommodate new growth and that conversely the fees are fair and equitable.
▪ 2010	Town Board	Authorize funding to purchase land for park areas.
<b>Agricultural Resources</b>		
▪ Ongoing	Plan Commission	Promote use of the Town's Transfer of Development Rights (TDR) program.
▪ 2002	Town Board	Adopt a Purchase of Development Rights (PDR) program.
<b>Natural Resources</b>		
▪ 2002	Town Board	Adopt development standards that will protect environmentally sensitive resources including woodlots, riparian habitat, wetlands and steep slopes.
▪ 2002	Town Board	Adopt interim regulations to protect isolated wetlands if the State does not adopt such regulations in a timely manner.

continued

**Exhibit K-2. Implementation Schedule - continued**

<b>Timing</b>	<b>Primary Responsibility</b>	<b>Description</b>
<b>Cultural Resources</b>		
▪ 2004	Plan Commission	Prepare an up-to-date inventory of historic resources using the State Historical Society's Architectural Historic Inventory (AHI) as a basis.
▪ 2004	Plan Commission	Send a copy of the Village's historic resources inventory to the State Historical Society so that they can update their records in the Architectural Historic Inventory (AHI).
▪ 2005	Plan Commission	Consider implementing an ordinance to encourage preservation of historic resources. This should only be initiated if the inventory indicates the presence of historic resources meriting some level of protection.
▪ 2002	Town Board	Adopt an ordinance to protect important archaeological sites and burial sites.
<b>Economic Development</b>		
▪ Annually	Town Staff	Investigate the use of Community Development Block Grant funds (CDBG-PFED) to help foster economic development and apply for grants when appropriate.
▪ 2006	Town Board	Plan for and develop an agri-business park.
▪ 2002	Town Board	Create an "Economic Development Committee" of the Town Board to support economic development and to periodically meet with Town farmers and business people, individually or collectively.
<b>Intergovernmental Cooperation</b>		
▪ 2002	Town Board	Work with the city of Madison to develop an intergovernmental agreement outlining future growth areas for the City.
▪ 2002	Town Board	Work with the village of Cottage Grove to develop an intergovernmental agreement outlining future growth areas for the Village.
▪ 2002	Town Board	Send a letter to the school districts in the Town inviting a school representative to annually present a short report to the Board concerning issues important to the school district.
<b>Land Use / Community Character</b>		
▪ 2002	Town Board	Work with Dane County to revise the existing zoning ordinance to implement and reflect the spirit and intent of this plan.
▪ 2002	Town Board	Develop a Town land division ordinance to implement and reflect the spirit and intent of this plan.
▪ 2002	Town Board	Revise the existing sign regulations to implement and reflect the spirit and intent of this plan.
▪ 2002	Town Board	Develop an Official Map that shows the location of various public facilities to be constructed in the coming years.
▪ 2004	Town Board	Review the appropriateness of developing regulations to allow for and encourage traditional neighborhood development.
▪ 2004	Town Board	Review the appropriateness of developing regulations to allow for and encourage conservation subdivisions where a portion of the project is reserved for conservation purposes into perpetuity.
▪ 2002	Town Board	Revise residential street standards to allow narrower streets to create a more pedestrian friendly atmosphere, enhance safety, reduce infrastructure costs, reduce the amount of impervious surface and promote efficient land utilization.
▪ Ongoing	Town Staff	Enforce building codes.
▪ Ongoing	Town Board	Consult this plan when reviewing rezoning requests.
▪ Ongoing	Town Board	Consult this plan when reviewing subdivision proposals.

## Internal Consistency

When drafting a comprehensive Plan for a community, the possibility exists that the individual pieces of the plan may not support other elements to the extent they should or, in the worst case, contradict other elements.

As envisioned and crafted, the elements of this plan fit together into a cohesive direction for future decision making in the Town. The real danger comes in when amendments are made in the coming years to address a particular issue without regard to the rest of the plan.

One of the major determinants of this plan are the population projections. The population projections on which this plan are based were developed fairly early in the process and are used in the following areas: in projecting the number of housing units that will be added during the next 20 years, in projecting how much land to allocate to different land uses and in assessing the adequacy of transportation systems, utilities and community facilities.

## Plan Monitoring

Monitoring of the adopted Plan is another important ingredient for a successful planning process. Without a regular and objective evaluation, the adopted goals and objectives soon lose their weight and the plan becomes irrelevant as conditions change. Within 2 years of adoption, the Plan Commission should review this plan. Following that initial review, the Commission should annually conduct a review.

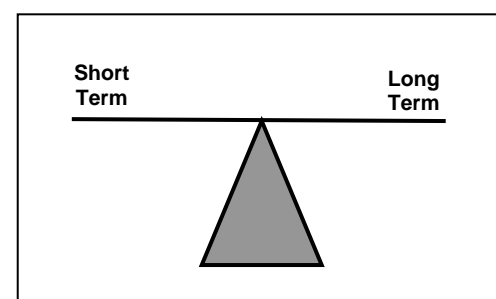
The purpose of these reviews is to update population projections, if necessary, and to identify those objectives that have been accomplished and those that are effective, ineffective, or causing unintended results. Those objectives that are ineffective or are causing unintended negative results should be deleted or changed to produce the desired result. In addition, the review should include a critique of efforts to implement the action items outlined in the Implementation Element.

If monitoring shows that the plan contains the best available data and reflects the desired direction of the community, then it will not be necessary to initiate the amendment process. If the review shows that changes should be made, the amendment process would then be initiated. Only by monitoring this plan can citizens and governmental leaders alike measure the community's progress in achieving the intent of this plan.

## Plan Amendments

As a result of the monitoring process, the plan should be amended in the future to incorporate new information and to address new challenges and opportunities facing the community<sup>1</sup>. It is envisioned that minor amendments be made as needed, but not too often that this plan simply reflects what we may want today with little thought for the coming years. The struggle is to keep the plan focused with a long-term view and current to address new ideas and opportunities. All amendments must be made consistent with state statutes.

**Exhibit K-3. Amendments Should Keep the Plan Current While Maintaining the Long-Term Perspective**



It is recommended that amendments should be done no more than twice a year. Proposals for amendments can come from residents of the Town, from the Plan Commission and from the Town Board.

Although state statutes (§66.1001(2)(I)) require that this plan be updated no less than once every 10 years, it is recommended that the Plan Commission undertake a review every 5 years to determine if a Plan update is necessary prior to the mandatory 10 year update.

## **Goals, Objectives, Policies, and Recommendations**

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The goals, objectives, policies and recommendations for this element are found in Chapter B.

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<sup>1</sup> The Town Clerk has a computer file of this document and can be used as a basis for future amendments.